



## **Sumter Fire Department Standard Operating Guidelines and Procedures**

Subject:	County Standard operational Guide Lines
Reference Number:	N/A
Effective Date:	10-1-15
Last Revision:	10-1-15
Approved By:	
Number of Pages:	TBA

**Sumter County Volunteer Fire Service Operational Guide Lines for station, operational, membership, minimum requirements for membership and positions with in the SFD Volunteer system.**

**Operational guide lines for fire ground and emergency operations will be common for both city and county.**



## Sumter Fire Department Standard Operating Guidelines and Procedures

Subject:	New Member
Reference Number:	OPS-071
Effective Date:	10-15-15
Last Revision:	10-15-15
Approved By:	Fire Chief
Number of Pages:	2

### **Purpose:**

To understand what the requirements are to become a member of the Sumter County FD.

### **Scope:**

Those interested in joining the Sumter County Volunteer fire service will be required to complete the Sumter County Fire Recruitment application. All applications will be turned in to the administrative office at the HQ fire station for processing. All applications will require a SLED (South Carolina Law Enforcement Division) back ground check and approval from the Division Chief and Fire Chief.

All new members will be required to attend and successfully complete the Sumter Fire Departments Recruit class or support level training to become a member of a station. Exceptions to this will be if the applicant has proof of completion of equivalent training by providing certificates and meets the IFSTA (International Fire Service Training Association) training standards. The certificate must show the applicants name and the organization sponsoring the training. It will be reviewed by the training division and approved / not approved by the Fire Chief.

New members, before completing the recruit class are permitted to attend station meetings and training with the station captain's approval as level one support personnel.

The Chief or Division Chief's may assign a new member to a particular station upon their approved SCFD application.

**Comment [DW1]:** Changed .

**Comment [DW2]:**

The hire date for a new member will be when their application is returned from SLED and completion of the back ground check this will give the new member credence to there request to join the Sumter Fire Department.

All new members will be on a minimum six month probation period. The probation period will end six months after the completion of the recruit class, Support Level training or after verification of IFSTA training and have been approved to become a member.

**Comment [DW3]:** Added

Unauthorized personnel are those persons who may not come on the FD / Station property other than when invited to the station meetings or attending to specific business related to Fire Department matters.



## Sumter Fire Department Standard Operating Guidelines and Procedures

Subject:	Membership of the station will be made up of:
Reference Number:	OPS-072
Effective Date:	10-15-15
Last Revision:	10-15-15
Approved By:	Fire Chief
Number of Pages:	2

### **Purpose:**

The purpose of this SOG is to understand the dynamics and make up of the county fire station's make up of personnel and status. They will be classified in five categories Certified Interior Fire Fighter, Support Personnel, First Responder / ReHab (EMT), Support personnel, Inactive FF, Honorary member.

### **Scope:**

#### **Certified Interior Structural Fire Fighter:**

This is a person that is certified through the SCFA or IFSTA to have met the minimum requirements of OSHA and NFPA for interior firefighting. They must pass an annual physical, SCBA fit test and attend the minimum required training to remain certified. The training may include but not limited to SCBA skills, Search and rescue and live fire training.

#### **Support personnel Level 3 :**

This person will be a responding member of the station but will not be considered as an interior Fire Fighter but will have minimum of First Responder medical training by a certified approved state or nationally recognized organization. Their primary function will be first responder, support and rehab. This member will be required to attend the station meetings and training.

### Support Personnel Level 2:

Support personnel will be those who can not for what ever reason (Health, age, ect.) pass the medical exam or participate in the required minimum training for an interior fire fighter. Their duties may be but not limited to engineer of an apparatus, SCBA support, Water Supply rehab, and other appropriate assignment on the fire ground.

### Support Personnel Level 1:

Support level one will be a member that has applied to become a member of the SCFD; but has not completed the required classes for the upper level training requirements set forth in our policy.

### Inactive member:

A member may be placed on inactive status for a period of up to twelve months when the member has a medical condition (ie. Surgery or Illness). The member can return to active status once a Doctors excuse is presented in writing stating that the individual can return to normal status. A member can also be placed on inactive status if deployed by the Military for and extended period of time. If the member has been absent for a period exceeding twelve months the member must return and be in good standings for one year before being eligible to be elected as an officer.

### Honorary Member:

A person may be declared as an honorary member because of age, health reasons, or as recognition for a particular job well done. This will have to have the concurrence of the Fire Chief and officers of the station.

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## Sumter Fire Department Standard Operating Guidelines and Procedures

Subject:	Disciplinary Action Sumter County FD
Reference Number:	OPS-073
Effective Date:	10-15-15
Last Revision:	10-15-15
Approved By:	Fire Chief
Number of Pages:	2

### Scope:

The Sumter Fire Department and its County stations will not be used for inappropriate activities such as those involving alcoholic beverages, illegal drugs, sexual activities, abusive language or pornographic material to written or social media.

Review the disciplinary actions and it's steps of progression.

### Disciplinary Actions:

In the result of the inappropriate activities listed in the scope any one involved in such activities will face immediate discipline that can result in suspension and or termination.

Discipline for Sumter County Fire Department will be progressive in nature. But offenses of major terms may result in immediate termination.

- First infraction may be a written warning.
- Second infraction may be a written formal write up.
- Third infraction may be a written formal write up with suspension.
- Fourth infraction may result in termination from the Sumter County Fire Service.

Appeals of disciplinary actions will be given to the Fire Chief who may give relief if he deems appropriate.

Disciplinary action for a damages to a Fire Department vehicle due to neglect.

- First infraction will be a written warning.
- Second infraction will be a 30 day suspension from driving a FD vehicle.
- Third infraction will be suspension indefinitely from driving a FD vehicle
- Exception will come from the Fire Chief.

**Under this policy, anytime there is damage to a county vehicle, a drug test will be required.**

Sumter Fire Department



## Sumter Fire Department Standard Operating Guidelines and Procedures

Subject:	Station Elections
Reference Number:	OPS-074
Effective Date:	10-15-15
Last Revision:	10-15-15
Approved By:	Fire Chief
Number of Pages:	1

### Scope:

Election for station officer and procedures.

### Station Elections:

- Captains are to be elected every three years.
- Lieutenants are to be elected every two years.
- Elections are to be on paper vote only and retained for records and turned into the County Division Chief.
- Members are allowed to run if they have all the required training.
- Members are not to be penalized for not making call. (excused)
- Elections will not take effect until approved by the Fire Chief and then they will come in effect January 1<sup>st</sup>.
- Elections will be held in November of each year at the regularly scheduled meeting.



## Sumter Fire Department Standard Operating Guidelines and Procedures

Subject:	Training Requirements
Reference Number:	OPS-075
Effective Date:	10-15-15
Last Revision:	10-15-15
Approved By:	Fire Chief
Number of Pages:	4

### **SCOPE:**

This SOG is to give the understanding of the training required to be a member of the Sumter County Volunteer Fire Department. This SOG shows the minimum requirements but it is encouraged that the member takes classes and training beyond the minimum requirements to better your skills and the department.

### **Minimum Training for Probationary Fire Fighter (entry level)**

- Must have any of the following classes 1152 & 1153 or NFPA FF I
- Must have taken and remain current in the Blood Borne Pathogens class.
- Must have taken and remain current in CPR, First aid and AED training.
- Must have taken Haz- Mat operations (2728) Class.

These can be obtained in the SFD Fire Fighter Recruit class.

**\*\* All new members have six month probation period\*\***

### **Minimum Training for Fire Fighter**

- Must be FFI certified over six months.
- Must have 1210 Emergency driver training.
- Current CPR, Blood Borne pathogen, AED and First Aid.
- ICS NIMS- 2147- ICS for the Fire Service.
- Must have a valid SC Drivers License.

### **Minimum Training for Master Fire Fighter**

- Must have met all requirements for Fire Fighter and have completed 1154 / Fire fighter II.
- 1210 Emergency Vehicle driver training.
- 1220 Pump operations.
- 1221 Pump Ops II (or Mobile Water Supply)
- Valid SC drivers license.
- Current CPR, Blood Borne Pathogens, AED and First Aid Courses.

### **Minimum Training for Driver Operator**

- Met all requirements for Master Firefighter.
- 1220 Pump operations.
- 1221 Pump Ops II (or Mobile Water Supply)
- Must have valid SC drivers license.
- Current CPR, Blood Borne Pathogens, AED and First Aid Courses

### **Minimum Training for Lieutenants**

- Met all requirements for Diver Operator.
- Must have 2118 PICO (current) or 2111 MCTO D
- Must have 2119 Stico (current) or 2116 MCTO T
- Current CPR, Blood Borne Pathogens, AED and First Aid Courses
- The Fire Chief will have final approval

### **Minimum Training for Captain**

- Met all requirements for Lieutenant
- Must have served as a Lieutenant for a minimum of two years
- Must have a valid High School diploma or equivalent
- Current CPR, Blood Borne Pathogens, AED and First Aid Courses
- Must have Haz-Mat operations
- Must have 2175 Managing in a Changing environment (replaces FF safety and survival)
- The Fire Chief will have final approval

### **Minimum Training for Support Level 3**

- Current CPR, Blood Borne Pathogens, AED and First Aid Courses
- First responder course or EMT or higher
- Must have understanding of ICS (incident command system)
- Must have 1210 Emergency Vehicle Driver Course
- Must have basic knowledge of ICS in house.
- Accountability system in house
- Fire Department Regulation.

### **Minimum Training for Support Level 2**

- Must have had basic fire training in the past (ie. SCFA 42 hour or 1121)
- Must stay current CPR, Blood Borne Pathogens, AED and First Aid Courses
- Must have 1210 Emergency Vehicle Diver Course
- Must have 1221 Pump Ops II or Mobile Water Supply
- Must have basic knowledge of ICS in house.
- Accountability system in house.

### **Minimum Training for Support Level 1**

- This is an entry level position.
- Must complete Sumter County application for employment.
- Must attend station meetings and trainings
- Must apply for enrolment in upcoming classes within six months.
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### **Lieutenants**

1. The station Lt. is a hands on position, the second highest level of operation, and is required to be knowledgeable in matters of active firefighter, equipment operation and apparatus operations.
2. Carry out all activities to promote goals, policies and procedures, leadership and continued improvement of the Sumter Fire Department.
3. Work with all levels of management and members.
4. Assist in planning, directing and attacking fires and emergencies.
5. Keep the station and equipment in good condition and notify the Captain of any needed repairs.
6. Perform scheduled test on hose and appliances.
7. The Senior Lieutenant acts in the position of the Captain, in the extended absence of the station Captain.
8. Communicate with the Captain and other Lieutenants their availability for response, training and meetings.
9. Lead training activities at training sessions.
10. Attend meetings as required (station meetings, Officer meetings)
11. Assist in preparation of all required reports and insure all incidents are recorded properly.
12. All other items not listed deemed necessary by the Fire Chief.

### **Captain**

1. Carry out activities to promote goals, policies and procedure, leadership, and continued improvements of the Sumter Fire Department.
2. Assist in planning, directing and attacking fires and emergencies.
3. The Captain shall act as a liaison between the Division Chiefs, Assistant Chief and Fire Chief. Inter- station problems should be handled within the station unless elevation is warranted. Follow the chain of command.
4. Prepare and submit all appropriate reports as required (1% forms and inspections ect.)
5. Insure all ISO requirements (reports, training, testing)
6. Coordinate and oversee training all training actives (to be aware of)
7. Assign duties to all station officers and members.
8. To delegate projects.
9. Assure proper maintenance of vehicles.
10. Insure station is kept in good condition.
11. Attend required meetings (station, Officers)
12. Maintain a current knowledge of SOP's /SOG's rules and regulations.
13. Assist in preparing the budget items needed for the station and county.
14. Will serve in a command function on the fire ground to include IC, Safety, Accountability, fire ground operations.
15. All other items not listed that are deemed necessary by the Fire Chief.



## Sumter Fire Department Standard Operating Guidelines and Procedures

Subject:	Company operations
Reference Number:	0076
Effective Date:	10-1-15
Last Revision:	10-1-15
Approved By:	Fire Chief
Number of Pages:	2

### Propose:

**Describe operations of different companies with in the Volunteer Fire Service.**

### County Station Companies consist of:

**Engine**

**Tanker**

**Service**

**Brush**

Scope: So each member has a guide line of each operational division with in a county volunteer station. These are descriptions of Basic performances of each company and are not limited to the following objectives.

### **Engine Companies:**

- Preparation and placement of hand lines.
- Conduct primary search for victims.
- Determine best method if confinement and extinguish the fire.
- Make recommendations to the incident commander or Fire Ground officers your CAN (conditions, actions and needs)
- Make Frequent reports to the IC with bench mark both positive or not.
- See SOG for Fire attack (012) and Eng. Co operations (014) for further guidance.

Note: All of the operations should follow all of the two in two out guide lines.

### **Tanker**

- To act as an above ground / portable source of water supply.
- To make sure tanker is refilled as soon as possible after use.
- To supply hand lines in the absence of an Engine.
- To Supply Brush trucks.
- To deploy and fill dump tank (water shuttle) operations.
- If tanker does not use complete supply of water during operation the tank must be emptied before tanker can be driven on open road.

### **Service Company:**

- Ensure that adequate supply of SCBA's and Cylinders available, assist Fire Fighters with re filling SCBA's from cascade system.
- Provide additional lighting.
- Supply additional salvage equipment.
- Assist in Truck Company operations (SOG 014)
- Set up and maintain rehab station

### **Brush Truck:**

See OPS 025



## Sumter Fire Department Standard Operating Guidelines and Procedures

Subject:	Light and Siren operations for POV
Reference Number:	0077
Effective Date:	10-1-15
Last Revision:	10-1-15
Approved By:	Fire Chief
Number of Pages:	2

### Scope:

The Guidelines following are for fire personnel wishing to run emergency warning devices on personal owned vehicle (POV). Whether responding in POV or in fire apparatus, a professional image shall be displayed at all times. The use of emergency warning devices **does not give you the right away; it is only a request of a right away.**

### Personal Owned Vehicle Response:

- Reckless driving will not be permitted under any circumstances.
- Four way flashers **ARE NOT** permitted nor recognized as an emergency vehicle. Only approved Emergency Lights and Sirens permitted.
- POV shall not exceed the posted speed limit.
- When responding in POV encounters a stop sign or red light, a complete stop shall be made, continue only after all other vehicles have yielded the right away.
- POV approaching an intersection in the opposing lane of traffic, a complete stop shall be made, even on green.
- All POV drivers shall always drive as conditions (road / weather) permit and use **DUE REGARD.**
- **Under no circumstance will a FD vehicle or POV pass a stopped School Bus displaying flashing red lights and extended stop sign until sign is retracted and driver signals you around.**
- Upon arrival at the scene, all POV shall park at least 200 feet away. Scenes that have hazardous material may be required to park further away.

- Parking of POV must not interfere with normal flow of traffic and shall not inhibit emergency vehicles on the scene or entering the scene.
- POV's shall remain a safe distance (200 feet) behind responding apparatus nor will a POV be used to block intersections for responding apparatus.
- POV's will yield to all emergency vehicles and allow them to proceed in front of them.
- All POV's need to park on the same side of the road, usually the opposite side from the incident.

**Requirements for emergency warning devices:**

- Emergency lights must be seen 360 degrees around the vehicle and 500 feet from the front and rear with an alternating patterns of light. These shall be as high and widely spaced latterly as practical. (56-5-470 code of law subsection B)
- Audible Siren with a minimum of 100 watts must be used with emergency lights.
- All new probationary fire fighters are prohibited from using emergency lighting.
- Any member requesting permission to use emergency warning devices must first have EVDT and POV emergency response class.
- The Fire fighter must provide proof of liability insurance to FD before permission is granted.
- All POV's requesting permission to use warning devices must be approved by the station Captain and proper records completed.
- See attached form that shall be completed.



## Sumter Fire Department Standard Operating Guidelines and Procedures

Subject:	SC State FF Association Member Benefits and Tax Breaks.
Reference Number:	0078
Effective Date:	10-1-15
Last Revision:	10-1-15
Approved By:	Fire Chief
Number of Pages:	2

### ***The South Carolina State Firefighters' Association Member Benefits Committee***

The Member Benefits Committee submits this letter to all members of the South Carolina Firefighters' Association in order to remind each member of the benefits that are available from

annual membership dues. Member Benefit resources are also available on the SCSFA website at

[www.scfirefighters.org](http://www.scfirefighters.org) under the "Members" and "Benefits" tabs. Member benefits questions can

be directed to Marcia Greer at 803-767-4851 or email at [Marcia@scfirefighters.org](mailto:Marcia@scfirefighters.org) as well as

Zorrina Harmon at 803-454-1802 or email [zorrina@scfirefighters.org](mailto:zorrina@scfirefighters.org).

#### **Member Benefits Summary**

**Note: Benefits are only for job-related incidents**

☐ \$ 75 Total Weekly Disability Benefit

☐ \$ 75 Partial Disability Weekly Benefit

☐ \$ 75 Transition Benefit

☐ \$ 7,500 Medical Expense Benefit-Injury

☐ \$ 7,500 Medical Expense Benefit-Illness

☐ \$ 1,875 Plastic Surgery Benefit

☐ \$ 1,000 Rehabilitation Benefit

☐ \$5,000 Family Expense Benefit

☐ \$5,000 Mental Stress Management Benefit (Per Person, Per Incident)

☐ \$ 1,000 Traumatic Incident Benefit (Per Covered Activity)

**(Deaths: Provide copy of obituary, death certificate, beneficiary form, and photo for memorial service)**

☐ \$25,000 Line of Duty Death Benefit

- ☐ \$ 5,000 Seat Belt Benefit
- ☐ \$10,000 Dependent Child Benefit
- ☐ \$ 2,500 Bereavement Benefit to the Department
- ☐ \$25,000 Cosmetic Disfigurement from Burns Benefit
- ☐ \$25,000 Covered Illness Death Benefit

Death benefits for all deaths (job OR non-job related)

- ☐ \$1600 Natural Death Benefit
- ☐ \$3400 Accidental Death Benefit
- ☐ Both benefits may be combined with LODD death benefit above

**PLEASE COPY AND SHARE WITH ASSOCIATION MEMBERS IN YOUR  
DEPARTMENT**

Sumter Fire Department



### **MEMO:**

**Sumter Fire Department announces NEW SUPPORT LEVEL positions.**

**2-10-2016**

The command staff at the Sumter Fire Department is pleased to announce the addition of new Support Level positions within the Volunteer system. The three levels will consist of Level 1 new member applying and orientation to the SCFD, Level 2 will be members that currently are in the support role and former members that have shown an interest in returning to the fire service, Level 3 will be a member that has medical training and will support first responder and logistical duties on the fire ground. Please see the description of each listed below. If you have any one interested in these positions they will need to fill out an application and can be dropped off at the HQ fire station.

#### **Support personnel Level 3 :**

This person will be a responding member of the station but will not be considered as an interior Fire Fighter but will have minimum of First Responder medical training by a certified approved state or nationally recognized organization. Their primary function will be first responder, support and rehab. This member will be required to attend the station meetings and training.

#### **Support Personnel Level 2:**

Support personnel will be those who can not for what ever reason (Health, age, ect.) pass the medical exam or participate in the required minimum training for an interior fire fighter. Their duties may be but not limited to engineer of an apparatus, SCBA support, Water Supply rehab, and other appropriate assignment on the fire ground.

#### **Support Personnel Level 1:**

Support level one will be a member that has applied to become a member of the SCFD; but has not completed the required classes for the upper level training requirements set forth in our policy.



### **Minimum Training for Support Level 3**

- Current CPR, Blood Borne Pathogens, AED and First Aid Courses
- First responder course or EMT or higher
- Must have understanding of ICS (incident command system)
- Must have 1210 Emergency Vehicle Driver Course
- Must have basic knowledge of ICS in house.
- Accountability system in house
- Fire Department Regulation.

### **Minimum Training for Support Level 2**

- Must have had basic fire training in the past (ie. SCFA 42 hour or 1121)
- Must stay current CPR, Blood Borne Pathogens, AED and First Aid Courses
- Must have 1210 Emergency Vehicle Driver Course
- Must have 1221 Pump Ops II or Mobile Water Supply
- Must have basic knowledge of ICS in house.
- Accountability system in house.

### **Minimum Training for Support Level 1**

- This is an entry level position.
- Must complete Sumter County application for employment.
- Must attend station meetings and trainings
- Must apply for enrolment in upcoming classes within six months.